

PICANet Web Quick User Guide

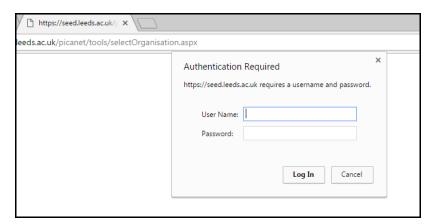
The PICANet database is hosted in the University of Leeds' Secure Electronic Environment for Data (SEED) system.

Logging-In

Open the system by going to:

https://seed.leeds.ac.uk/picanet

Note the **https** which indicates a secure server. You will get this dialog box.



Enter your University of Leeds **User name** (e.g.medtjf) and **Password**. If you do not have a user name for PICANet, please contact PICANet on <u>picanet@leeds.ac.uk</u>

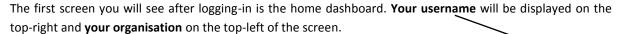
Permission to access the PICANET Web record for a named organisation must be authorised by the lead clinician. Please ask the lead clinician to send an email to picanet@leeds.ac.uk detailing your name, email address, job title and requirement for PICANet Web Writer or Read only access.

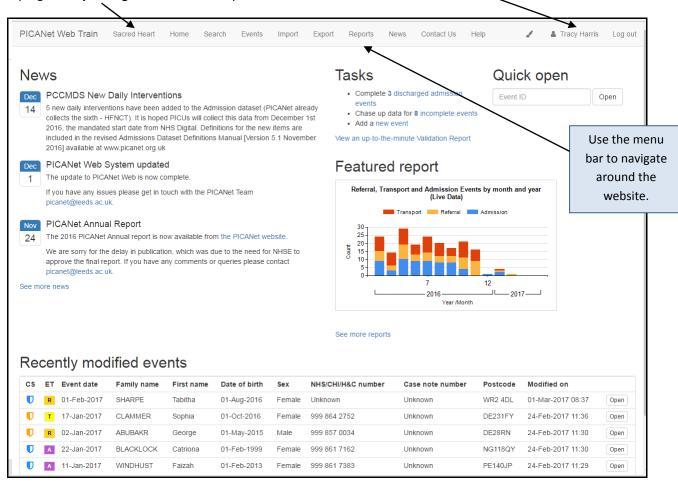
PICANet Web Writer: Members of this group have full read/write access to own organisation's data

PICANet Web Reader: Members of this group have read-only access to own organisation's data (i.e. user

can open event edit pages, but is prohibited from modifying and saving.)

Home





The home page is divided into 5 areas:

News	Important news about the system including any maintenace work currently being undertaken or due to take place. Updates from PICANet.
Tasks	The number of events with incomplete data and/or errors. A list of these events can be accessed by clicking either incomplete events or errors.
Quick open	You can quickly view an individual event by entering the PICANet Event ID and clicking Open. This will take you straight to the event screen.
Featured Report	The featured report displayed gives an instant view of the number of events recorded when you log-in. You can click Reports to see more detailed reports.
Recently modified events	Recently edited events will be displayed so you can quickly get to the events you are currently working on.

The database enables recording of admission, transport and referral event data, allowing real-time validation and reporting of your data. If your unit opts in, it will also enable completion of specified Customised Data Collections.

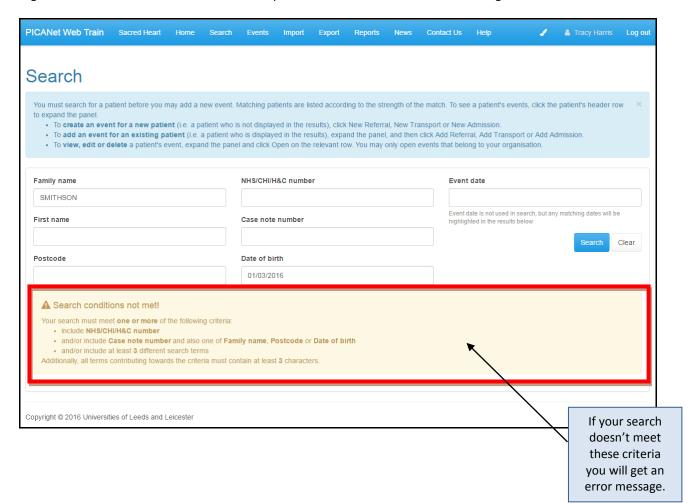
Points to note:

- The term *event* is used to describe a single episode of PIC activity, such as a referral, transport or admission event.
- The term organisation is used to represent any unit or transport service involved in the provision of
 paediatric intensive care (PIC). The key organisation types are Paediatric Intensive Care Unit (PICU),
 Centralised Transport Service (CTS) District General Hospital (DGH) and Airport. The term DGH also
 includes other locations from or to which PIC patients are retrieved or transferred, such as hospices.

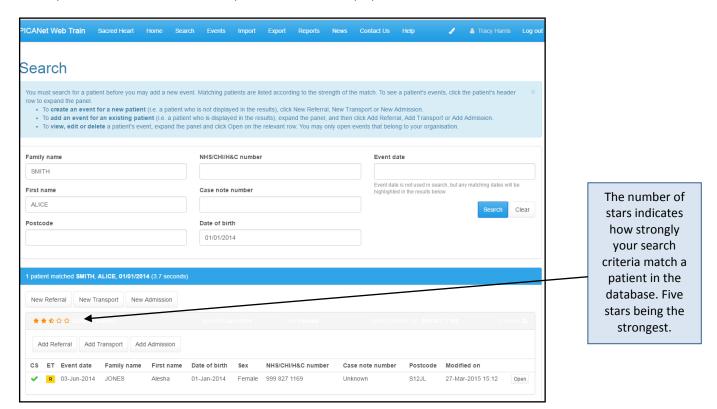
Searching for a patient

In order to enter data on a new or existing patient you will need to conduct a patient search. Click on the Search option on the menu bar. To help reduce the risk of recording duplicate events your search must include at least 3 different search terms to be able to add a new event; searching by NHS number only or Case note number and one of Family name, Postcode or Date of birth will allow you to browse matching records if there are any but not add a new event.

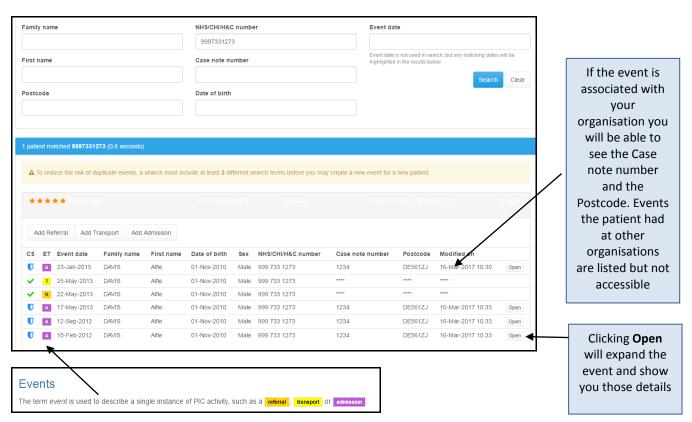
All terms contributing towards the criteria must contain at least 3 characters. This is a security feature since the search screen allows you to view patients who have been admitted to other PICUs or transported by a CTS. You cannot see any clinical information but you can see that a patient has had an event with another organisation. This allows the database to track patients who have events with several organisations.



When you have entered a valid search, your results will be displayed.



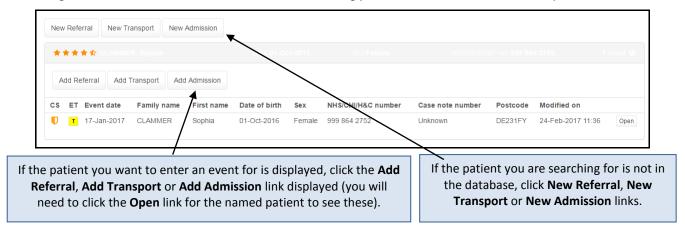
The search will either generate a list of possible patients or will indicate that there are no matches.



The Event type (ET) decribes a single instance of PICU activity .

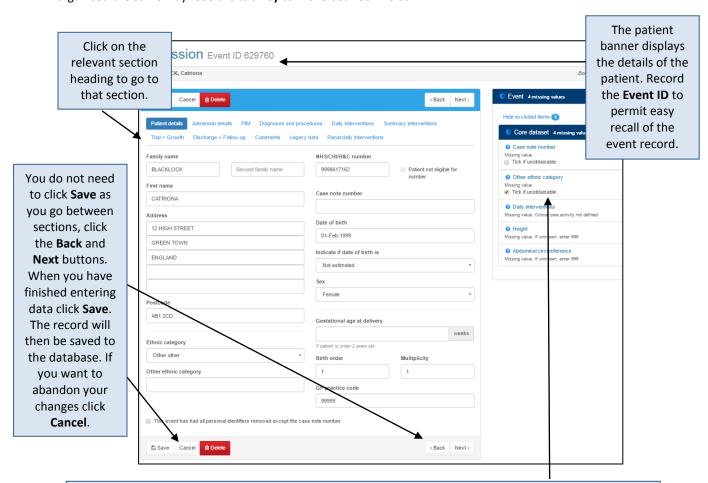
Creating an Event

Using the search results, either add an event for an existing patient or enter an event for a new patient.



Entering an Event

A blank event screen will open with the details you searched for filled in already. All the event screens are organised the same way. Use the **tab key** to move between fields.



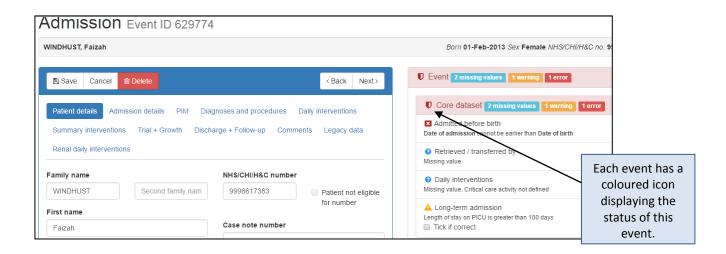
When a new event is created the error list generated includes all missing data. As you enter data the list will update automatically, diminishing as 'missing' data is recorded. You can click on the **Tick if unobtainable/correct** box on any error that should be ignored (for example if you do not have the ethnic category).

Event completion status

Each event has a *completion status*, which indicates whether it has any missing, questionable or erroneous data. Throughout the system, we use coloured icons to indicate an event's completion status based on data validation severity

Icons

- Event is complete; no further data is required and all existing data is validated and verified
- Event has missing data
- Event contains warnings (questionable data); it may also have missing data
- Event contains errors (erroneous data); it may also contain warnings and/or have missing data



Data Entry

Use the tab key to move between fields. The following date and time formats are acceptable.

DATES

Format	Example
dd-MMM-yyyy	3-Oct-2011
dd/mm/yyyy	3/10/2011
ddmmyyyy*	03102011

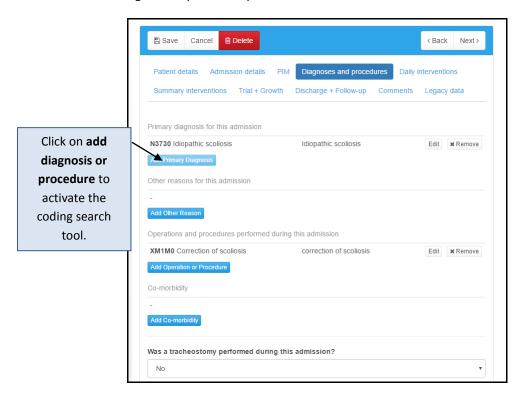
TIMES

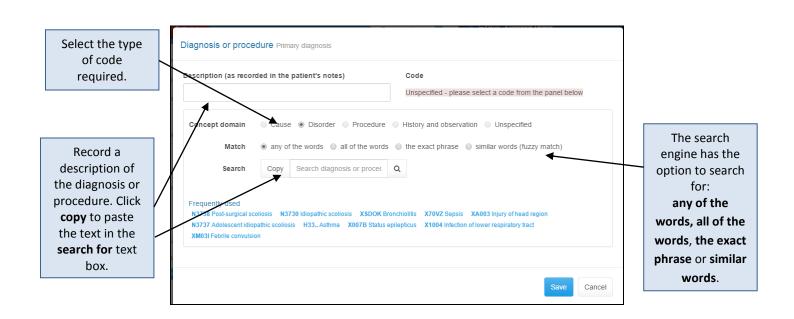
Format	Example
hh:mm	9:00
hhmm*	0900

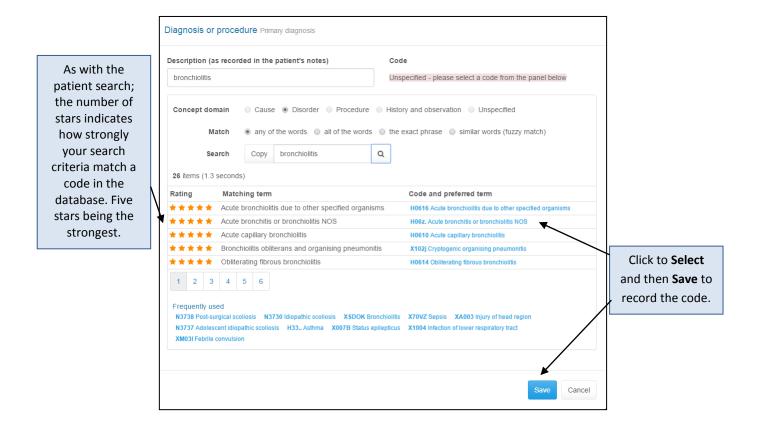
These formats are shortcuts and require leading zeros i.e. 3102011 will not be accepted an error message will be listed in the Event validation list. 03102011 will be accepted. The system will automatically insert the appropriate separator

Diagnoses and procedures

In order to enter a diagnosis or procedure you need to find the relevant READ code.

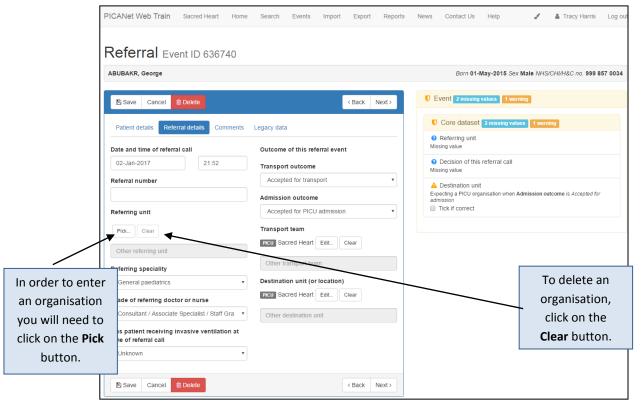




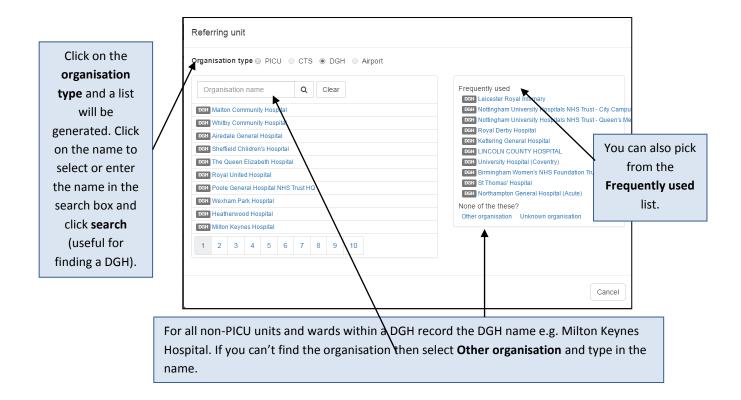


Organisation

The term organisation is used to describe a PICU, CTS or DGH.

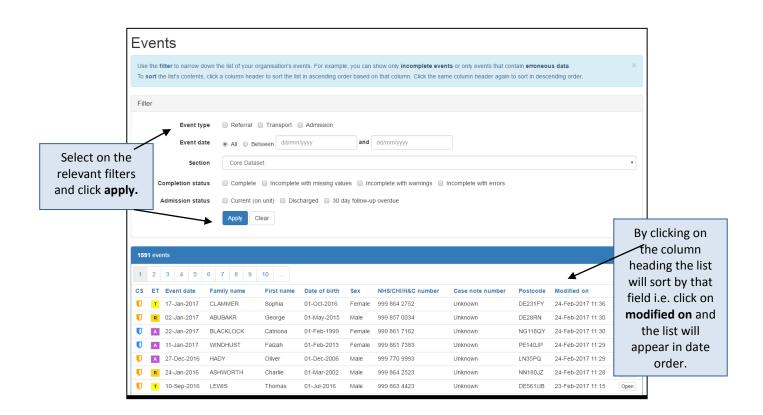


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Events

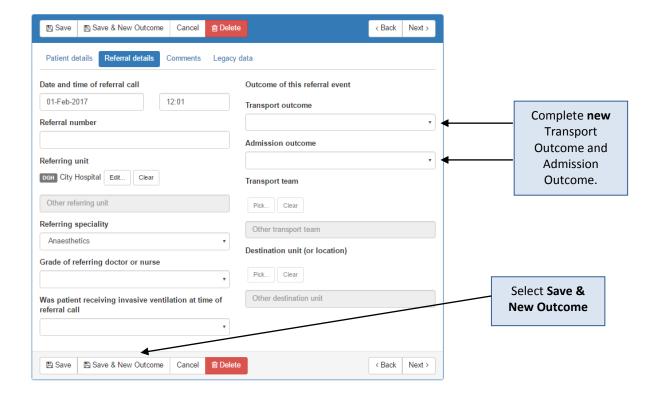
The events page lists all your organisation's events and provides you with tools to sort your data into a number of useful lists in particular incomplete and complete events.



Multiple Referrals

To enable transport organisations to record **multiple** referral outcomes for one patient, the PICANet Web referral record includes a **Save & New Outcome** button.

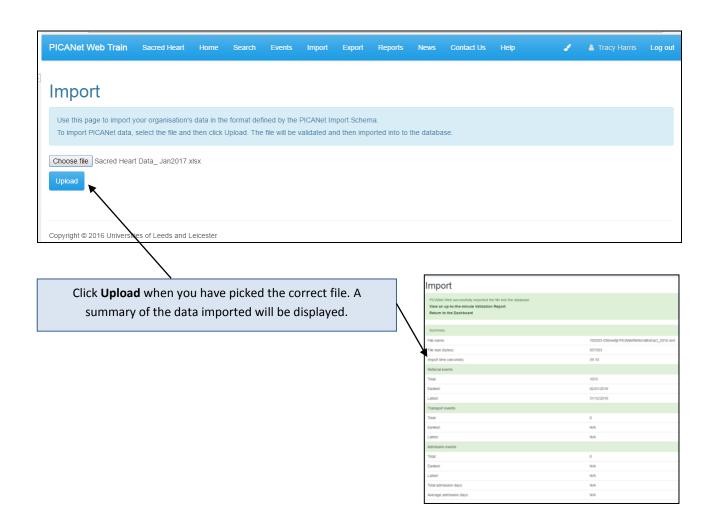
Complete the first referral event, click **Save & New Outcome** to add a further referral event. Complete the new **Outcome of this referral event**. Field.



Importing Events

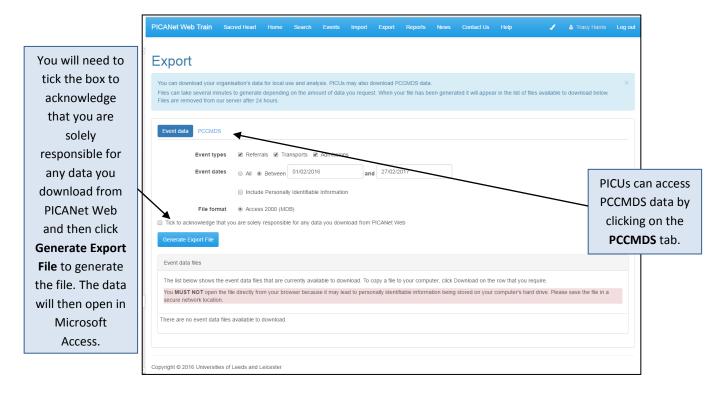
If you use your own clinical system to collect data, you can export data in a format specified by PICANet to be imported into the PICANet SEED system. Click the **Import** menu item.





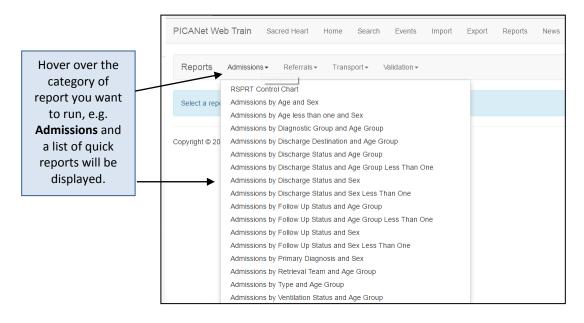
Exporting Data

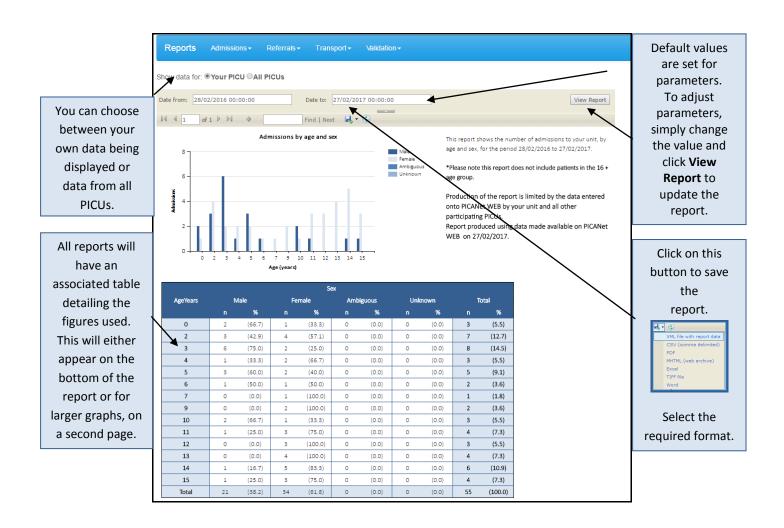
To download your organisation's data for local use and analysis click the **Export** menu item and select your event types and dates. PICUs can also download PCCMDS data.



Reports

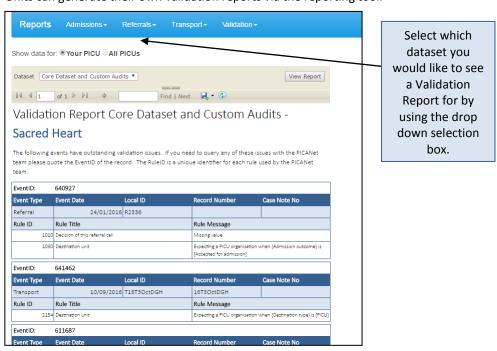
Click the **Reports** menu item to access live reports for your organisation. If there are additional data/tables you would like to be added to this resource please ask the PICANet team by emailing picanet@leeds.ac.uk.





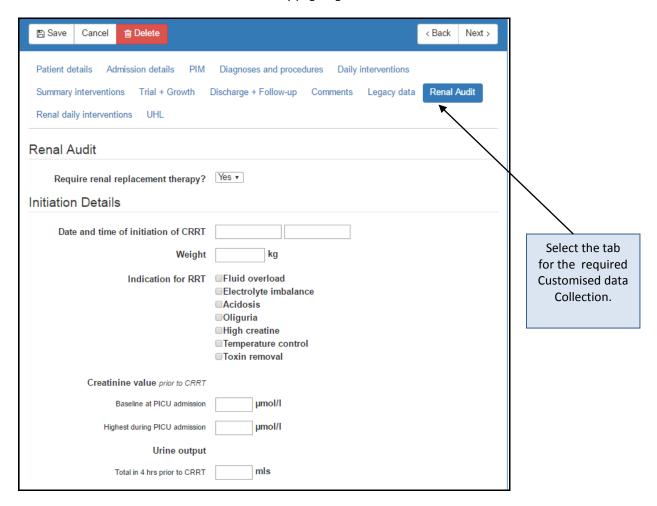
Validation Reports.

Units can generate their own validation reports via the reporting tool.



Customised data collection

For units who agree to participate in a Customised Data Collection PICANet will enable access to the specific custom data collection tab on the event data entry page E.g. Renal Audit.



If you have any additional queries please view the HELP page or contact picanet@leeds.ac.uk